

Weekly Report for Week Ending 8 October 1958
from
Records Disposition Branch

1. Contributions

None

2. Assignments

a. Shelf Filing

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Records Management Survey/Office of Personnel [REDACTED]
The initial shipment of shelf filing equipment for the pilot study in the office has been delivered. The complete shipment is expected within 30 days.

b. Records Systems

Office of Personnel [REDACTED] 25X1A9a

Twelve installed; three in process.

Mobilization Staff (25%) Began transfer of material and training of secretaries; reviewed schedule with C/Mob Staff.

IAS Pool (75%) Installed system; converted 1958 material; ✓ retired 1957 and previous material.

Employee Relations Branch (35%) Suspended temporarily due United Givers Fund Drive.

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Security Staff, New Building [REDACTED]

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Mr. [REDACTED] met with Mr. [REDACTED] and presented the layout plan and alteration plan for the temporary building to house the Security Staff. The plans were accepted and turned over to the [REDACTED] representative to get the carpenters started to work on the project immediately. Mr. [REDACTED] is now drafting a procedural and pictorial office layout which will be supplemented by standard operating procedures for each work station and processing step. The badge numbering machine has arrived. However, we are still awaiting the arrival of the badges and the badge inserts to be used by the clerical pool in assembling the kits required for this project.

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25X1A5a1

25X1A9a

c. Records Schedules

Medical Office [REDACTED] 25X1A9a

✓ The audit of the Records Disposition Program was initiated in the Medical Office. A survey of the records maintained by the Support Branch is under way.

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Records Disposition Program - OCR. [REDACTED]

As a continuation of the OCR Cleanup Campaign to reduce their holdings at the Records Center, OCR authorized destruction of 289 cu. ft. of retired records, and as a result of yesterday's visit to the Center, approximately 300 cu. ft. more will be authorized for destruction. The schedules for the AD's office and staffs have been revised in draft form.

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Vital Materials [REDACTED] 25X1A9a

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[REDACTED] of OSI/NED and Dr. [REDACTED] and Mr. [REDACTED] of OSI/ASD accompanied last week's trip to the Repository to review their Vital Material deposits. The NED representatives destroyed a considerable amount of obsolete material.

Twelve representatives from eight divisions of OCR visited the Repository during the past week to review their vital materials holdings. It is hoped that this review will assist us in obtaining a more adequate means of indexing OCR microfilmed deposits.

During the past week the Repository has been sorting all intellofax work cards to segregate raw intelligence index cards from finished intelligence cards. (We are authorized to destroy all film and corresponding index cards). So far, only 225,000 out of 4,000,000 cards involve finished intelligence. As we have been given approval to use the publication date rather than the date of accessioning in OCR (in determining the 18 month retention period), it is estimated that we may be able to destroy more than the 1,500,000 cards as originally estimated.

Latest reports indicate that the camera to be used in micro-filming the OCR/GR photo files will be delivered to Building 14 this week. The delay in the adoption of this camera and receipt of film has significantly delayed the start of filming as we have two operators waiting to begin filming.

4. News

Mr. [REDACTED] is on Annual Leave for one week.

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Mr. [REDACTED] attended the O&M luncheon at All States Diving Room. The discussion was on "Organizing for Space Exploration."

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Mr. [REDACTED] is receiving on-job training in subject-numeric files installation.